

Bitterroot Job Service Employers' Committee Meeting –Nov. 19, 2013

Patti Furniss, Job Service
Vickie Steele, Job Service
Patty West, OPA
Becky Brough, Lube Quick/HHS
Vikki Bell, Ravalli County Bank
Carol Saylor, A 2 Z
Deb Morris, MDMH
John Schneeberger, RCEDA

Call to Order: Patty West called the meeting to order.

Minutes: Correction of A2Z business name on roster, as well as clarifying with John Schneeberger that he will in fact accept the Treasurer position upon Vikki Bell's retirement in December. Also discussed the need for all officers to be "signees" on bank account. **Vikki Bell will coordinate a meeting with the officers: John, Patty W. and Linda to get necessary paperwork done by next month's meeting.** Minutes were then approved by members.

Treasurers Report: Current checking account balance is: \$1070.88 with two outstanding checks still to come through: \$200 scholarship to Bitterroot College and \$37.50 for complimentary gifts for the ACA Forum speakers. Vickie Steele submitted receipts for lunch reimbursement for this month's luncheon in the amount of \$17.49. There was a check from October's luncheon from Joan Prather in the amount of \$8.00 that was given to Vikki to deposit in the account. Treasurer's Report was approved by members.

Red Items: Went over red items from October meeting. 1) Patti gave \$200 scholarship check to Victoria and read a thank you that Victoria sent to JSEC. 2) Patti contacted Barb Wagner from DOLI Research & Analysis and she has agreed to come for the March 2014 meeting. Becky Brough said she had questions regarding how and from whom the statistics are gathered and everyone thought this would be a good question for Barb when she comes. 3) Flash drives: Deb Morris was able to secure a donation from Payne West for 60 flash drives to be used by customers of Job Service workshops. Thank you to Deb for her quick response and success in finding these!!

Affordable Care Act Forum – Recap: Vickie, John and Patti gave a report from the recently held ACA Forum, co-sponsored by both RCEDA and JSEC and all agreed it was a big success. Vickie provided a handout with compilation of numbers and comments from Evaluations given to attendees. There were 47 in attendance, with 34 responding on the evaluation forms. Vickie extended personal invitations to close to 60 business owners and the Job Service staff promoted this event through posting fliers, sending mass emails, contacting the Chamber of Commerce, newspaper and radio. John promoted the event via email to his list of employers and business owners as well. Becky suggested that on future seminar evaluation forms that it would be very helpful to have a list of possible topics and costs for potential upcoming seminars which attendees could choose from to assist us in our planning. Vickie will add that to future evaluation forms. Great suggestion, Becky!

Seminar & JSEC Presentation Ideas: ***Presentations:*** As discussed earlier in the meeting, Patti has secured guest speaker Barb Wagner for the March 2014 lunch meeting. She also reported that Ron Ehli, one of our local legislators, will be guest speaker for the December meeting.

Seminars: Patti said that she would like the committee to seriously consider Karen McNenny for our spring seminar if Karen is able to commit to speaking. She has heard Karen at several special events and feels confident that Karen could provide a powerful presentation to our business community. Her other suggestions were previously discussed options from Professional Development and possibly Marnie Green, who spoke at a recent HR conference that she attended. She said that Marnie would be excellent for presenting to managers/supervisors. So that may be another possibility as well. Patti said that Marnie has a set of DVDs that the DOLI HR department purchased which will be available for lending at some point in the future and that possibly employers would be willing to pay a minimal fee to attend a function where they could view these videos. **Vickie will contact Karen McNenny to see what she can find out in terms of topic ideas/available dates/costs and bring information to the December meeting.** Vickie asked what month in the spring would be best and consensus was March.

Job Service update: Patti provided an update on the Center's staffing situation to-date. With DeLynn Gardner's departure in February, and the subsequent hire/promotion of Jimmie Rude, who held the position of Human Resource Assistant at that time, the Center was left with a full time HRA vacancy, which Patti was unable to fill due to budget constraints. A recent 90-day temp has been hired and this has helped with staff coverage in the Resource Room being reduced from two to one and freeing up staff to stay current on their workloads and special projects. Because of this staff shortage, the decision was made to shift the Administration portion of the Incumbent Worker Training program back to Helena. Patti emphasized that her staff continue to promote this valuable training grant through BEAR interviews and providing the necessary paperwork to interested business owners. Patti talked about several manufacturing businesses taking advantage of the Lean Manufacturing workshops through the IWT program and how these workshops have already been of critical benefit to a local employer in our area; and that Job Service staff had the privilege of touring their facility last year to see their operation. Patti reported that Vickie has the challenge before her of trying to recruit new membership, both on the BEAR interview team, as well as local Referral Resources as part of the IWT process.

Patti asked Becky Brough for a brief report on College Week held at Hamilton High School this past week. Becky said that it went very well; they had around 40 high school seniors submit their online applications to colleges around the state and that their next step is providing a night for students to learn about Student Financial Aid (FAFSA) and how that process works.

Patty West asked if anyone could use some four-drawer filing cabinets. Becky said that the school nurse was in dire need of a new filing cabinet; preferably one that locked. Patty will contact her regarding what she has to give away. Patty provided an update on her staffing situation and the need for more help; her supervisor will be retiring in December and will leave a huge hole on their team. Their office is in the midst of going paperless so a lot of transitioning happening right now with that process as well.

Next meeting date: Third Tuesday in December – 12/17/2013 in the Conference Room at 274 Old Corvallis Rd at Noon with Special Guest: Ron Ehli.